



MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, February 12, 2014, 4pm

Minutes Approved: March 19, 2014

Location: Admin Conference Room, Memorial Hall Library, 2 N. Main St, Andover

Agenda --Trustees Meeting, February 12, 2014, 4:00pm

Introduce new Trustee Molly Foley

Minutes

- Approve January minutes

Treasurer's Report(s)

- Accept January Treasurer's report

Director's Update

- Library Budget for FY15

Assistant Director's Report

- Request to FRIENDs for landscaping project

Old Business

- Unwinding Memorial Hall Library Foundation
- Potential uses of roof deck
- Set meeting date with roof deck architect
- Art inventory – next step

New Business

- Lincoln portrait – environmental monitors
- Proposed rule change

Adjournment

Next meeting(s):

March 12, 2014

April 9, 2014

May 22, 2014 Meeting/Trustees Tea



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Minutes - Trustees Meeting, February 12, 2014

Date: Wednesday, February 12, 2014

Present: Karen Herman, Tony Straceski, Larry Lamagna, Mark Yanowitz, John Hess, Carolyn Fantini, Molly Foley, Beth Mazin, Susan Katzenstein.

Minutes: **The Minutes of the January meeting were approved.**

Treasurer Report: **The Treasurer's Report as of January 31, 2014 was approved.**

Introduction of Molly Foley as a new Trustee.

Director's Update

- Library Budget for FY15
 - Beth shared the Town Manager's proposed Library budget for FY15 with the Board. All were pleased that MHL will be open 8 Sunday afternoons during the summer months.
 - Beth discussed the information contained in the Library Performance Statistics and Personnel Detail budget document.
- Curtis Wyant will start his employment as Systems Librarian on February 18th. His salary will be returned to the library budget on July 1, 2014.

Assistant Director

- Request to Friends
 - Susan explained the new and maintenance work to the landscaping in the front of the library and the Essex Street side. She has requested \$6000 from the Friends for this project that hopefully will be completed this spring.

Old Business

- Memorial Hall Library Foundation
 - Karen explained that the balance of the fund from the Foundation was transferred to the Trustee Fund. Any remaining bills will be paid from the Trustee Fund.
- Roof Deck
 - Architect Brett Thibault will attend the Board's next meeting to discuss layout, materials and uses of the roof deck space. He is anxious for the input of the Trustees. The Board reviewed a report from the Senior Staff listing some of the



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potential uses of the deck. It will be presented to Mr. Thibault for his consideration.

- Art Inventory
 - Beth showed us interior photos of the Memorial Hall marble memorial tables which will serve as an accurate listing of the names in case something happens to the tablets. These will be archived online also.
 - Beth shared Vicki's inventory spreadsheet with us that includes all the art that the Library possesses along with information about whether each piece has been valued, either for insurance purposes or by other criteria. The Addison Gallery supplied Karen with a list of appraisers that they would recommend to evaluate our holdings and the Trustees would like to begin this evaluation as soon as possible.

New Business

- Lincoln Portrait
 - Beth and Karen met with the representative from NEDCC who recommended that the Board should purchase and use 2 PEM2 Dataloggers, one inside the Lincoln portrait case, and one outside, to monitor the environmental conditions in the room and case.
 - **The Board voted affirmatively to moving the portrait to NEDCC to evaluate for restoration and voted affirmatively to purchase 2 PEM2 Dataloggers at \$349 each.**
- Proposed Rule Change
 - **The Board voted affirmatively to add the following to rule # 3 of the Memorial Hall Library Rules: "Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building."**

Adjournment at 5:50 pm.

The next meeting will be Wednesday, March 19, 2014 at 4pm.

Respectfully submitted,
Carolyn Fantini, Secretary